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MEMORANDUM FOR: Chief, Management Staff

FROM : Comptroller

SUBJECT : Property Covered by Property Authorization Procedure

REFERENCES : (a) Telephone request for advice re (1) headquarters administrative property coverage by property authorization procedure and (2) credits given to projects for property returned to stock.

(b)

[Redacted]

25X1A

1. Reference (b) does not apply to administrative type property issued for use at headquarters. This type of property includes but is not limited to safes, desks, chairs, manual typewriters, etc. The Office of Logistics budgets for administrative property and it is issued or returned to the Building Supply Officer without any reference to property authorization. The only exception to the above policy is with regard to special electrical equipment such as electric typewriters, electric calculators and electric bookkeeping machines. This type of equipment is budgeted for by the using component for management control purposes and for this reason property authorization authority is required for the requisitioning of such equipment.

2. Paragraph 2 of reference (b) defines property covered by this procedure and it states in part "This procedure will not apply to expendable and nonexpendable common administrative items of property budgeted for by the Office of Logistics and issued to Agency components through building supply offices".

3. The purpose of the property authorization procedure is to provide control over projects and other Agency activity approvals so that

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no project or activity will use Agency resources (appropriated funds or property from inventories) in excess of the amount approved under the Agency approval system.

4. The property authorization procedure now in effect does not provide for crediting the using component's property authorization authority for the value of property returned to stock; however, this policy has recently been reviewed and it has been determined that property returned to stock should be credited to the user's property authorization authority. The procedures to implement this revised policy are now being prepared.

E. W. SAUNDERS

TAS:LOH:bw (12 Mar. 1957)

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